



# City of North Royalton

Mayor Robert A. Stefanik

Community Development, Building Division  
Dan Kulchytsky Building Commissioner

11545 Royalton Road, North Royalton, OH 44133

Fax: 440-582-3089

Phone: 440-582-3000

## PLANNING COMMISSION APPLICATION - INSTRUCTIONS AND CHECKLIST

Use the following checklist to ensure accurate completion of the application:

- APPLICATION - Submit the completed application. Type or print all information in ink. Fill in the forms completely. Incomplete forms shall delay processing and placement on an agenda.
- SUBMISSION – Provide a digital (PDF) copy and ten (10) copies of the entire submittal package. The drawings shall consist of one (1) full size set and nine (9) eleven inch by seventeen inch (11“ by 17”) sets. All drawings shall be to scale. The submission shall include: a description of property or portion thereof, site plans that show setbacks and topography, floor plans, elevations, renderings and other drawings at a reasonable scale that convey the proposed project and illustrate the conditions present at the subject property.
- PROOF OF OWNERSHIP, LEGAL INTEREST OR WRITTEN AUTHORITY - Property owners and applicants must attend all meetings. If the property involved is not registered in the same name in the County records as the property owner on the application, an agent or representative must submit written notarized consent from the property owner and this must be presented with this application. The applicant or a designated representative must be present at all official meetings. If the individual present is an owner’s representative, then a notarized letter granting permission for the representative to make decisions on the owner’s behalf shall be submitted.
- PAYMENT - Attach a check or money order payable to the City of North Royalton for the appropriate amount noted on the Fee Schedule. Cash is accepted only in person. All fees are payable subject to section 214.07(b) of the codified ordinances and are nonrefundable.
  - (1) Subdivision and/or consolidation of property.

(A) Parcel split or consolidation (one)	\$50.00
(B) Parcel split or consolidation (two through five)	\$100.00
(C) Parcel split or consolidation (six through ten)	\$150.00
(D) Parcel split or consolidation (eleven and greater)	\$250.00
  - (2) Site plan review.

(A) Residential Subdivision	\$10.00 per lot, per submittal
(B) Cluster development	\$25.00 per unit, per submittal
(C) Two-family three-family development	\$25.00 per unit, per submittal
(D) Multifamily (four or more attached units)	\$25.00 per unit, per submittal
(E) Motel or hotel	\$25.00 per unit
(F) Planned unit development - Single-family	\$10.00 per unit or lot
(G) Planned unit development - Multifamily	\$25.00 per unit
(H) Commercial and Industrial	
4,000 square feet and less	\$200.00
4,001 square feet to 10,000 square feet	\$250.00
10,001 square feet to 20,000 square feet	\$300.00
20,001 square feet to 50,000 square feet	\$400.00
50,001 square feet and greater	\$600.00
- OTHER - Any other documents deemed necessary by the Building Commissioner.
- EXTRA COSTS - Any extra costs or additional work performed by the Law Department or the City Engineer or any other department of the Municipality, including but not limited to engineering and architectural services, in connection with the matter contained in the application, shall be added to the application fee and the applicant shall bear all additional expenses.

**PLANNING COMMISSION APPLICATION - INSTRUCTIONS AND CHECKLIST  
(CONTINUED)**

**PLANNING COMMISSION - 2017 SCHEDULE**

The Planning Commission meeting is held at the North Royalton City Hall Council Chambers (14600 State Road, North Royalton, Ohio). The Planning Commission Caucus begins at 6:45 pm followed by the Planning Commission Meeting at 7:00 pm.

<b>DEADLINE DATE</b>	<b>MEETING DATE</b>
December 8, 2016	<b>January 4, 2017</b>
December 22, 2016	<b>January 18, 2017</b>
January 9, 2017	<b>February 8, 2017</b>
January 23, 2017	<b>February 22, 2017</b>
February 6, 2017	<b>March 8, 2017</b>
February 20, 2017	<b>March 22, 2017</b>
March 6, 2017	<b>April 5, 2017</b>
March 20, 2017	<b>April 19, 2017</b>
April 3, 2017	<b>May 3, 2017</b>
April 17, 2017	<b>May 17, 2017</b>
May 8, 2017	<b>June 7, 2017</b>
May 22, 2017	<b>June 21, 2017</b>
June 5, 2017	<b>July 6, 2017</b>
June 19, 2017	<b>July 19, 2017</b>
- August Recess -	- August Recess -
August 7, 2017	<b>September 6, 2017</b>
August 21, 2017	<b>September 20, 2017</b>
September 1, 2017	<b>October 4, 2017</b>
September 18, 2017	<b>October 18, 2017</b>
October 9, 2017	<b>November 9, 2017</b>
November 6, 2017	<b>December 6, 2017</b>
November 20, 2017	<b>December 20, 2017</b>
December 4, 2017	<b>January 3, 2018</b>
December 18, 2017	<b>January 17, 2018</b>

**OTHER INFORMATION**

1. **REVIEW FOR COMPLETENESS BY THE BUILDING COMMISSIONER** - Upon receipt the Building Commissioner shall make a preliminary review of the submission to determine whether such application provides the information necessary for review and evaluation. If it is determined that such application does not provide the information necessary for such review and evaluation, the Building Commissioner shall so advise the applicant of the deficiencies and shall not further process the application until the deficiency is corrected.
2. **C.O. 1220.08 JURISDICTION** - The Planning Commission shall have jurisdiction over any plan, process or related matter affecting the use of land.



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## CITY OF NORTH ROYALTON PLANNING COMMISSION APPLICATION

### 1. This request is made for the following property:

Address

Occupant, Business or Tenant (if applicable)

Permanent Parcel Number

Zoning District and Ward

### 2. Property Owner:

Name

Name of Business (if applicable)

Address

Phone

City, State and Postal Code

Email (electronic mail)

### 3. This request is being made by the following responsible party (Owner / Authorized Representative):

Name

Name of Business (if applicable)

Address

Phone

City, State and Postal Code

Email (electronic mail)

### For Office Use Only

Date Application Submitted

Meeting Date Assigned

Application Fee

Identification Number Assigned

Payment Information (date, check number, cash, etc.)

Application Fee Received By

Other Application Fee Information



**CITY OF NORTH ROYALTON PLANNING COMMISSION APPLICATION**

**5. Written Authority Form (complete this form if you are unable to be present at meeting).  
(submit original – do not fax or email)**

I, \_\_\_\_\_ (name) of \_\_\_\_\_  
(company, if applicable), hereby certify that I/we are the \_\_\_\_\_  
(owner(s), executor(s), etc.) of \_\_\_\_\_ (property address or  
permanent parcel number) and further verify that \_\_\_\_\_ **(name  
of representative)** is authorized to represent my/our interests and make decisions on my/our behalf  
when appearing before the North Royalton Planning Commission.

\_\_\_\_\_  
Signature Date

Before me, a Notary Public in and for said county, personally appeared \_\_\_\_\_  
who acknowledged that he or she did sign the foregoing instrument and the same is his or her free  
act and deed.

In testimony whereof I have hereunto set my hand and official seal at \_\_\_\_\_,  
Ohio on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Signature

State of Ohio Seal:  
County of Cuyahoga

# **CITY OF NORTH ROYALTON PLANNING COMMISSION APPLICATION REQUIRED INFORMATION FOR REVIEW**

## **GENERAL INFORMATION**

- Name of development; name, address and telephone number of owner, architect, or engineer.
- Street address, permanent parcel number.
- North arrow, date.
- Location map, or indicate nearest intersection.
- Any additional information as required by Building Commissioner and/or City Engineer.

## **EXISTING CONDITIONS**

- Zoning on the site and adjacent to the site.
- Location of buildings and grade on adjacent sites within 100' of property lines.
- Utilities on and adjacent to site, including size of storm and sanitary sewers, water lines, and hydrant locations.
- Existing roads, sidewalks.
- Topography at contour intervals of no more than 2'.
- Centerline elevations of adjacent street(s).
- Bearings and distances of property lines.
- Lot area calculations.
- Adjacent property ownership.
- Existing easements.
- Legend for all symbols used on plans.
- Any additional information as required by Building Commissioner and/or City Engineer.

## **PROPOSAL**

- Location, type, use and dimensions of all structures, including signs, fences, dumpster enclosures.
- Finished floor and yard grades.
- Final contours.
- Statement on calculations for required parking spaces.
- Parking spaces and aisles, including typical dimensions.
  - Concrete curb or precast concrete barriers at pavement perimeter.
  - Paving specifications, including concrete aprons.
- Exterior lighting.
- Floor plans.
- Elevation views and rendered perspective view.
- Exterior samples, colors of all materials.
- Landscape material.
- Proposed storm, sanitary, and water lines (with all appropriate details and classification of materials.)
- Consideration shown for storm water management per Chapter 1481 of the North Royalton Codified Ordinance.
- Sidewalk.
- Legend for all symbols used on plan.
- Any additional information as required by Building Commissioner and/or City Engineer.

**THE ABOVE REQUIREMENTS CONSTITUTE A MINIMUM SUBMITTAL.**

**FAILURE TO MEET THESE REQUIREMENTS WILL AUTOMATICALLY CONSTITUTE NON-APPROVAL OF THE SUBMISSION.**